



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332 2300

NAVFACINST 5061.7
FAC 15D
6 January 1997

NAVFAC INSTRUCTION 5061.7

From: Commander, Naval Facilities Engineering Command

Subj: AWARDS PROGRAMS FOR DESIGN AND RELATED ACTIVITIES

Ref: (a) NAVFACENGCOM letter 022B of 5 May 1988
(b) PDP Statement 97-01 of 6 January 1997
(c) NAVFACINST 4804.1H of 1 December 1987
(d) NAVFACENGCOM letter 151 of 11 January 1996
(e) NAVFACENGCOM letter 151 of 23 July 1996 w/1 encl

Encl: (1) "Guide to Participation in the 1997 NAVFAC Design Awards Program" of 6 January 1997

1. Purpose. To set forth the scope, policy, procedures and responsibilities for the establishment and conduction of the Naval Facilities Engineering Command (NAVFAC) Design Awards Program; to address NAVFAC's participation in design awards programs and competitions of other agencies and organizations; to identify other NAVFAC facilities-related awards programs and clarify their relationship to the NAVFAC Design Awards Program.

2. Cancellation.

a. NAVFACINST 5061.6 of 27 April 1990, "NAVFAC Biennial Design Awards Programs," which addresses three design awards programs previously operated jointly with programs of the American Institute of Architects (AIA), the Institute of Business Designers (IBD), and the Department of Defense (DOD), is canceled.

b. The "Design Excellence Award," created by reference (a), is canceled. (See discussion under 4.c.(1) below.)

3. Scope. Guidance provided is applicable to design endeavors undertaken in behalf of any customer by NAVFAC Headquarters, engineering field divisions (EFDs), engineering field activities (EFAs), public works centers (PWCs), other organizational elements of NAVFAC, and contractors working under the direction of NAVFAC, that include the following: (a) all design activities, including the design of the land, the design of facilities, and the design of supporting physical infrastructure; (b) all design products, including master plans, site development and land use plans, landscape development plans, designs for new facilities, designs involving the reutilization of existing facilities, and planning, engineering and design studies of all types; and (c) all design management activities and products that develop, establish, implement or sustain design excellence, including policies, programs, processes, and educational activities. The program is not established to recognize research, contracting, maintenance and repair, or other

aspects of NAVFAC's facilities business which, in some instances, are covered by their own awards or recognition programs.

4. Background.

a. NAVFAC Design Awards Program.

(1) In 1968, by means of NAVFACINST 5061.2 of 12 November 1968 (now canceled), NAVFAC established its first design awards program jointly with the AIA. This biennial program, called the "NAVFAC-AIA Biennial Awards Program for Distinguished Architectural Achievement," recognized quality design in seven facilities categories: Medical Facilities, Family Housing, Unaccompanied Personnel Housing, Operational Facilities, Welfare and Recreational Facilities, Improvement Projects, and Energy Conservation.

(2) In 1972, by DoD Directive 5310.33 of 25 April 1972 (now canceled), the DoD established and conducted its first design awards program for military construction projects which came to be called "The Secretary of Defense Design Excellence Awards Program." This program was built on the existing design awards programs of NAVFAC, the Army Corps of Engineers, and the Air Force. The "NAVFAC-AIA Biennial Awards Program for Distinguished Architectural Achievement" continued and additionally served as a "feeder" to the DoD program up through 1992, after which the association with the AIA was discontinued and the "NAVFAC-AIA Biennial Awards Program for Distinguished Architectural Achievement" ceased to function. In 1994, NAVFAC participated in the DoD awards program, but without its own formally established design awards program operating as a "feeder." In the spring of 1996, DoD abolished its design awards program.

(3) In 1979, by NAVFACINST 4804.2 of 1 March 1979 (now canceled), NAVFAC, jointly with the American Society of Interior Designers (ASID), created the "NAVFAC-ASID Biennial Competition for Achievement in Interior Design. As with the NAVFAC-AIA program, the NAVFAC-ASID program served as a "feeder" to the DoD program. In 1990, by NAVFACINST 5061.6 of 27 April 1990, the NAVFAC-ASID program was replaced by a program to occur jointly with the IBD; however, no design competition with the IBD ever occurred.

(4) Since 1968, over 300 NAVFAC projects have been recognized for their engineering and architectural quality by the above mentioned awards programs. Over the years, the criteria for selection has been modified to include life-cycle cost considerations, energy conservation, and environmental responsibility, and the categories for recognition have changed. However, the goal of recognizing design excellence has not changed. The issuance of this instruction seeks to refocus all of NAVFAC on the importance of design excellence and recognize achievement in this regard.

b. Design Awards Programs and Competitions of Other Agencies and Organizations. Design awards programs and competitions are conducted by a wide variety of other federal agencies, professional societies, industry organizations, individual manufacturers of building products, publications, and other entities. NAVFAC, as well as its design contractors, are often

eligible to participate in these programs and competitions. Normally, entry into these programs and competitions can occur without any involvement of NAVFAC Headquarters or other higher echelon offices. Where assistance or coordination is needed, however, it will be provided through the Office of the Associate Director for Design, Code 15D at NAVFAC Headquarters. For further information on these programs and competitions, see reference (b).

c. Other Awards Programs Related to NAVFAC's Facilities Business.

(1) Contracting Awards.

(a) NAVFAC's recognition of contractors for performance in excess of contract requirements has long been a part of the NAVFAC Industrial Incentive Plan (IIP) for Contractors, as addressed by reference (c) and its predecessor instructions. The ability to recognize contractors under the NAVFAC IIP remains in effect. This recognition is based on one or more of the following: (a) a better product; (b) speed of accomplishment; (c) significant savings to the government; or (d) cooperation beyond the terms of the contract. Under the NAVFAC IIP procedures, two types of awards are possible: (a) the "Certificate of Appreciation," awarded by the Commander/Commanding Officer of a field activity; and (b) the "Commander's Certificate of Commendation," awarded by the Commander of NAVFAC. These awards are available for any contracting initiative, not just those associated with facilities. The criteria for their issuance does not focus on the aesthetic quality or functional aspects of a completed facility, and instead, focus on excellence in the contracting process itself.

(b) In 1988, by reference (a), additional guidance was issued regarding the "Certificate of Appreciation" and the "Commander's Certificate of Commendation," available under the NAVFAC IIP. Reference (a), however, established an additional contracting award called the "Design Excellence Award." This new contracting award was established specifically to recognize Architect-Engineer contractors for all aspects of provided services. Criteria for its issuance considers design and construction performance, and references a Design Policy Letter defining "appropriate design" that has subsequently been canceled. Consequently, and as a result of the selection criteria for the NAVFAC Design Awards Program established by this instruction now appropriately addressing contracting considerations, the need for the "Design Excellence Award" no longer exists, and thus, is canceled by this instruction. The development of this instruction, and the associated cancellation of the "Design Excellence Award," has been coordinated with NAVFAC Headquarters Code 11. Planned revisions to reference (c) will reflect this decision.

(2) Specifications Awards. The NAVFAC Specifications Award Program was implemented by reference (d) to recognize and reward achievement of NAVFAC staff and Architect-Engineer contractors for construction specifications of superior quality. Details regarding participation are contained in enclosure (1) of reference (e), and are available from Code 151 at NAVFAC Headquarters. This is a follow-on program to the Construction

NAVFACINST 5061.7
FAC 15D
6 January 1997

Specifications Institute (CSI) Specifications Competition. Entries into the CSI competition are automatically considered for the NAVFAC program.

5. Policy. It is the policy of NAVFAC for all of its organizational elements to participate, as appropriate, in the NAVFAC Design Awards Program, as well as the design awards programs and competitions of other agencies and organizations, as a means of recognizing specific achievements by NAVFAC personnel, and by Architects, Engineers, Planners, and other professionals accomplishing design work under contract for NAVFAC, that demonstrate and promote design excellence with respect to both the built and natural environment.

6. Authority and Responsibility.

a. The Director for Planning and Engineering Support, Code 15 at NAVFAC Headquarters, is responsible for providing oversight of design excellence initiatives, such as the NAVFAC Design Awards Program, to include specific responsibilities set forth in enclosure (1), such as jury selection.

b. The Office of the Associate Director for Design, Code 15D at NAVFAC Headquarters, is responsible for:

(1) Overall administration of the NAVFAC Design Awards Program consistent with enclosure (1).

(2) Coordination of NAVFAC participation in the design awards programs and competitions of other agencies and organizations, when requested or as appropriate; the maintenance of Attachment 1 to reference (b), identifying opportunities for participation in such awards programs and competitions; and the dissemination of information on these opportunities.

(3) Coordination of recognition of design awards and competition activities through publications, exhibits, displays, and by other means.

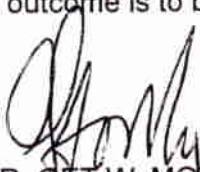
c. Design Directors (or those in comparable positions) at EFDs and EFAs, Directors of Engineering at PWCs, and other points of contact established, are responsible for: their organization's participation in the NAVFAC Design Awards Program; their organization's participation in the awards programs and competitions of other agencies and outside organizations; and for designating a point of contact for design awards matters.

NAVFACINST 5061.7
FAC 15D
6 January 1997

6. Action.

a. With the issuance of this instruction, the "NAVFAC Design Awards Program" is established, replacing the three programs previously addressed by NAVFACINST 5061.6 of 27 April 1990: the "NAVFAC-AIA Biennial Design Awards Program for Distinguished Design Achievement," the "NAVFAC-IBD Biennial Competition for Achievement in Interior Design," and the "Secretary of Defense Design Excellence Awards Program." The first competition under this new program will be announced in the spring of 1997 with the judging and awards recognition occurring by May 1997. Thereafter, the program will occur on a biennial basis. Detailed procedures and responsibilities associated with the conduction of the newly established "NAVFAC Design Awards Program" are contained in enclosure (1).

b. All NAVFAC offices are to maintain familiarity with the design awards programs and competitions of other agencies and organizations, and appropriately seek to participate in these programs. Participation in these programs is further addressed by reference (b), which also identifies many of these programs and competitions. When any NAVFAC organizational element participates in the design awards program or competition of another agency or organization, notification of such participation and the outcome is to be provided to Code 15D.


DR. GET W. MOY, P.E.
Chief Engineer and
Director, Planning and Engineering Support

Distribution:

FKN1, FKN13, FKN2
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FF74, FKN7, FKN3, FT37

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NAVFAC Internal List I
COE
Air Force

Guide to Participation
in the
1997 NAVFAC Design Awards Program

6 January 1997

Enclosure (1)

I. Purpose and Objectives of the Program:

The purpose of the NAVFAC Design Awards Program is to recognize specific achievements by NAVFAC organizations, and by Architects, Engineers, Planners and other professionals accomplishing design work under contract for NAVFAC, that demonstrate and promote design excellence with respect to both the built and the natural environment. The program seeks to recognize excellence in design activities, design products, and associated management activities, and to publicize these accomplishments as examples to be emulated by others.

Ensuring that NAVFAC and its customers receive the best possible design products, and especially facilities within which we live and work, is an integral part of responsible stewardship of public resources. Further, excellent facilities and environments enable and motivate us toward excellence in all our endeavors.

II. Applicability:

The NAVFAC Design Awards Program is applicable to all design endeavors undertaken in behalf of any customer by NAVFAC Headquarters, engineering field divisions (EFDs), engineering field activities (EFAs), public works centers (PWCs), other organizational elements of NAVFAC, and contractors working under the direction of NAVFAC, to include the following:

- A. **Design Activities:** Any projects for the design of the land, the design of facilities, or the design of supporting physical infrastructure.
- B. **Design Products:** Any design products, including master plans, site development and land use plans, landscape development plans, designs for new facilities, designs involving the reutilization of existing facilities, and planning, engineering and design studies of all types.
- C. **Design Management Activities and Products:** Any design management activity or product that develops, establishes, implements or sustains design excellence, including policies, programs, processes, and educational activities.

III. Categories of Recognition:

- A. **Master Plans, Base Exterior Architectural Plans, and Other Comprehensive or Installation-Wide Plans and Studies:** This category covers planning, urban design, engineering and related initiatives for areas greater than individual project sites. The primary focus of the plan or study must be the built environment, to include both facilities and supporting infrastructure, as opposed to plans or studies which focus solely on the natural environment, although accommodation of natural environmental constraints is an essential consideration for evaluation. The plan or study must be 100% complete and accepted by the respective installation or customer to be submitted. Ongoing implementation of the plan or study results does not prevent submittal in this category. However, individual projects for which construction has been completed are to be submitted in other categories, as appropriate. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: thoroughness of recommendations; quality of presentation; ease of use of the plan or study; and demonstrated validity of recommendations.
- B. **Facility Plans and Studies:** This category covers planning, engineering and design initiatives which focus on individual project sites or facilities, and may include such products as Site Development Plans, Feasibility Studies, and any plan or study associated with a

specific facility, existing or planned. The plan or study must be 100% complete and accepted by the respective installation or customer to be submitted, but recommendations made in the plan or study may be at any stage of implementation. Those plans or studies where implementation has occurred to an extent to validate plan or study recommendations will be given preference in their evaluation. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: thoroughness of recommendations; quality of presentation; ease of use of the plan or study; demonstrated validity of recommendations; and availability of appropriate supporting cost data.

- C. Landscape Design:** This category covers the design and development of a specific site exterior to one or more buildings, to include grading, plant materials, pavements, supporting utilities such as exterior lighting or drainage, and all ancillary structures. Projects must be 100% constructed. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: cohesiveness of design concept; resource conservation; appropriateness of plant material selection; site element detailing; construction execution; and ease of maintenance.
- D. New Facility Design:** This category covers a wide range of facility types, including industrial facilities, administrative facilities, bachelor quarters, community support facilities, medical facilities, and operational and training facilities. To qualify under this category, a facility must be habitable, 100% constructed, furnished, landscaped if applicable, and occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: uniqueness of the design solution; and the composite integration of architecture, engineering, interior design and landscape design.
- E. Family Housing and Other Large Scale Developments:** In addition to family housing, this category covers any larger scale development where multiple structures are involved. To qualify under this category, a project must be 100% constructed, furnished, landscaped, and substantially occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: accommodation of vehicular and pedestrian circulation; phasing, if applicable; and any special restrictions and requirements placed on military family housing design and construction.
- F. Building Alteration and Reuse:** This category covers any project wherein an existing facility has undergone renovation or alteration. To qualify under this category, a project must be 100% constructed, furnished, and occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: uniqueness of the design solution; historic preservation considerations, if applicable; and the extent of material conservation and reuse.
- G. Interior Design:** This category covers interior work which may be associated with either new construction or the renovation or alteration of existing buildings. To qualify in this category, a project must be 100% constructed, furnished and occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section VI.B, as applicable, plus the following: uniqueness of the design solution; historic preservation considerations, if applicable; graphic design and signage; the extent of material conservation and reuse; and the appropriate use of texture and color.
- H. Design Management Activities and Products:** This category includes administrative or management programs, processes, and policies that develop, foster, or sustain design

excellence, as well as educational programs focused on design subjects. To qualify in this category, the program, process, policy or educational program must be published and/or adopted for use. Entries in this category will be judged on the basis of the following: extent of application (NAVFAC-wide vs. local); importance or urgency of the issue or problem addressed; uniqueness of the solution; timeliness of the undertaking; extent of impact; cost savings realized; and effectiveness of human resource utilization.

IV. Eligibility:

Entries under Categories A and B are to have been approved or otherwise accepted as complete within 4 years of the closing date for submissions. Entries under Category C require that construction has been completed within 4 years of the closing date for submissions. Entries under Categories D, E, F and G require that the beneficial occupancy date (BOD) has occurred within 4 years of the closing date for submissions, with the additional provision that BOD cannot have occurred less than 6 months prior to the closing date for submissions. Entries under Category H are to have been published or otherwise officially adopted for use within 4 years of the closing date for submissions.

A given plan, study, project, product or activity may be submitted in only one category. A given project may not be subdivided into parts to facilitate submission of only one part of a larger project. Entries submitted for consideration under a previous NAVFAC Design Awards Programs (or its predecessor programs) may not be resubmitted.

All entries must be made through the appropriate NAVFAC organizational element designated to coordinate NAVFAC Design Awards Program submissions. Entries will not be accepted directly from NAVFAC personnel or outside contractors. Where applicable, design contractors must have received at least a "Satisfactory" rating, as reflected in the ACAS System. Similarly, where applicable, construction contractors must have received at least a "Satisfactory" rating.

V. Submission Requirements:

A. General Requirements and Submittal Date:

Entries are to be carefully selected such that they represent the very best accomplishments. Materials submitted for a given entry should clearly communicate, in visual and narrative form, the outstanding features of the design product or design activity to be considered. All submissions are to be of the highest professional quality, organized and presented consistent with the requirements herein stated. High quality and well written submissions are expected. Where outside contractors have been utilized to develop project designs or other design products, NAVFAC offices are encouraged to involve these contractors in the development of submission materials. The failure to include essential information or documentation may be cause for the submission to be eliminated from consideration.

There are no limitations on the number of submittals in any category by any agency or organization. Submittals can come directly to NAVFAC Headquarters without passing through any intermediate or higher echelon agency. Individual offices are encouraged, however, to screen prospective entries so that only high quality entries are submitted.

A general program announcement will be made no later than 15 January 1997. **All entries must be received at NAVFAC Headquarters by close of business on 21 April 1997.** Entries are to be addressed as follows:

Naval Facilities Engineering Command
200 Stovall Street
Alexandria VA 22332
ATTN.: Terrel M. Emmons
Code 15D

- B. Binders:** All entries must be presented in an 8-1/2" x 11" black binder having no more than 12 transparent sleeves for displaying back-to-back inserts. The binder is to be approximately 1/4" thick; three-ring binders are not acceptable. With the exception of the Customer Quality Survey, where applicable, all materials in the binder are to be presented within the transparent sleeves; no materials are to be taped or otherwise fastened to the binder, except in the case of submissions under Categories A, B, and H, where bound reports, studies, plans or similar documents, which are the subject of the submission, are to be submitted external to the binder. (See section V.G below.) Materials in binders are to be organized as indicated below. For submissions where certain materials are not required, or where fewer than the maximum of 6 drawings or photos are presented, materials presented in sleeves are to be consolidated to the front of the presentation binder. Where the maximum amount of presentation materials are utilized, they would be organized as follows:

Sleeve 1 Front	-	Entry Form Page 1
Sleeve 1 Back	-	Entry Form Page 2
Sleeve 2 Front	-	Entry Form Page 3
Sleeve 2 Back	-	Drawing Number 1
Sleeve 3 Front	-	Drawing Number 2
Sleeve 3 Back	-	Drawing Number 3
Sleeve 4 Front	-	Drawing Number 4
Sleeve 4 Back	-	Drawing Number 5
Sleeve 5 Front	-	Drawing Number 6
Sleeve 5 Back	-	Photo Number 1
Sleeve 6 Front	-	Photo Number 2
Sleeve 6 Back	-	Photo Number 3
Sleeve 7 Front	-	Photo Number 4
Sleeve 7 Back	-	Photo Number 5
Sleeve 8 Front	-	Photo Number 6
Sleeve 8 Back	-	Blank
Sleeve 9	-	Transparent 35mm Slide Storage Sheet
Sleeve 10	-	Entry Form Pages 4-6 in Plain White Business Envelop
Back Pocket	-	Customer Quality Survey (If applicable)

- C. Entry Form:** The NAVFAC Design Awards Program Entry Form of Exhibit A is to be fully completed for all entries in any category. All information must be typed. As noted above, pages 1, 2 and 3 of the form are to be inserted in Sleeves No. 1 and 2 of the submission binder; the remaining 3 pages are to be inserted in a plain white business envelop to be located in the last sleeve used. To facilitate completion of the Entry Form, an electronic version is available from the NAVFAC Headquarters.

- D. Drawings:** Up to 6 professional quality scale drawings may be presented for entries in Categories C, D, E, F and G. Drawings are not to be included for entries under Categories A, B and H. Drawings may be in any medium appropriate to present and explain design aspects of the entry, and may include site plans, building plans, building elevations, building sections, construction details, schematics, flow diagrams, or other graphics. Any narrative on these drawings should be clearly readable and the minimum necessary to document the

drawing; these are not to be additional narrative sheets. Drawings must be able to fit within the 8-1/2" x 11" transparent sleeves. Horizontal drawings should be arranged to be read from the right. Prints made from working drawings are not acceptable. Where applicable, drawings should contain a graphic scale. No drawing is to include the name or logo of any party to the design, although the project name can appear on the drawings. All drawings should contain the project name and location on the back.

- E. Photographs:** Six color prints are required for entries in Categories C, D, E, F and G. Color prints are not required for entries under Categories A, B and H, but up to 6 may be included. The color prints must be identical to the color slides identified below, and a minimum 8" x 10" in size. In most instances, photographs should be of the completed project; photographs of renderings or construction in progress are not recommended. For Categories D, E, F and G, both interior and exterior views may be presented, as appropriate, to best represent the design solution. Where appropriate, especially for restoration or renovation projects, "before" and "after" views may best depict the design solution and are strongly encouraged. Photographs are to contain information identifying what is being depicted. Photographer and/or copyright credits and permission for publishing and using the photos in a book, exhibition, or other materials produced by NAVFAC must be attached to the back of each print. All photographs should contain the project name and location on the back.
- F. Slides:** Six 35mm slides must be presented for entries in Categories C, D, E, F and G. Slides are not required for entries under Categories A, B and H, but up to 6 may be included. In all cases, the slides provided must be identical to the photographs included in the submission. Only original slides are to be submitted, as they will be used in conjunction with the production of subsequent publications, and their viewing will likely be the first stage in the review process by the jury. Slide mountings should be the thin, cardboard type, facilitating use in 140-slide carousel trays. All slides are to be identified with the name and location of the entry. Slide mounts are not to carry the name of the designer or designing agency. Slides are to be placed in a single, transparent slide storage sheet which, after trimming if necessary, is to be placed in the next to last sleeve used in the binder.
- G. Studies, Plans and Design Products:** Entries under Categories A, B and H must include a full copy of the original plan, study, report, or other product which is the subject of the award nomination. Pages or sheets containing the name of the designer or author are to be removed or the information otherwise hidden from view. The submitted documents are to be attached to the binder containing the additional information, as called for above.
- H. Customer Quality Survey:** When they exist, a copy of the Customer Quality Survey must be provided in the back pocket of the submission binder.

VI. Judging:

A. Jury Composition:

The jury will consist of five to seven design professionals to be designated by the NAVFAC Headquarters Director of Planning and Engineering Support, upon the recommendation of the Associate Director for Design. Representation will include an appropriate mix of Licensed Architects, Engineers, Landscape Architects, Planners or other design professionals with a high level of design knowledge in their areas of expertise. In addition to potential NAVFAC representation on the jury, such organizations as the American Institute of Architects (AIA),

National Society of Professional Engineers (NSPE), American Society of Civil Engineers (ASCE), American Society of Landscape Architects (ASLA), and American Institute of Planners (AIP) may be contacted to designate a jury member. Senior level, design-oriented personnel of other federal agencies may also be utilized.

The NAVFAC Headquarters Associate Director for Design will be a non-voting member of the jury and function as facilitator, coordinate jury activities, be responsible for screening all entries for compliance with rules and submittal requirements, organizing submittals for jury review, reporting on jury activities, and the subsequent development of documentation for use in publications, exhibits, and displays, and associated activities.

- B. Criteria for Judging:** The quality of a facility, plan, study or other design activity or product is not defined or measured solely on the basis of any contracting aspect, such as the ability for the procurement system to deliver the facility on time and within budget. While important issues, these primarily reflect the quality of the procurement process, not the quality of the facility, plan, or design activity itself. The NAVFAC Design Awards Program, acknowledging the importance of successful procurement, as well as the existence of other awards programs to specifically recognize accomplishment in this area, seeks to focus on the criteria that define the highest levels of performance for the completed plan, project, or related design activity more than the process by which it was accomplished. In that regard, any project or other design activity honored must serve as an example of overall quality, as well as being worthy of emulation regarding specific aspects, such as the use of materials, systems, or design processes. To this end, NAVFAC has established criteria for planning and design excellence which is contained in Planning and Design Policy (PDP) Statement 97-02, "Quality of Design," of 6 January 1997. This PDP Statement, which should serve as a guide for the jury's deliberations, defines planning and design quality in four areas of leadership, as follows:

1. Management Leadership: (Identification and utilization of progressive planning and design management techniques and practices; customer satisfaction)
2. Planning and Design Leadership: (Master plan and land use compatibility; sensibility of aesthetics and appropriateness of style, form and image; appropriate incorporation of new technologies and materials; constructability (budget and time frames))
3. Environmental Leadership: (Sensitivity to the surrounding manmade and natural environment; incorporation of sustainable design concepts and other environmentally responsible considerations)
4. Building Performance and Effectiveness Leadership: (Safety of occupants, other users, and the public; healthy environment for occupants, other users and the public, leading to improved productivity; functional efficiency and mission contribution; life-cycle cost (energy use and conservation, maintenance and repair, other resource utilization, and longevity; flexibility and adaptability for changing technology and utilization))

- C. Jury Activities:** The jury will convene at NAVFAC Headquarters or other designated location in the Washington, DC area subsequent to the 21 April 1997 closing date for entries. Arrangements for the Jury will be coordinated by NAVFAC Code 15D. The jury will establish its own procedures within the context of the guidance herein provided.

VII. Types of Awards:

- A. **Commander's Award for Design Excellence:** Within any given NAVFAC Design Awards Program, one entry may be selected for the Commander's Award for Design Excellence. This award may be given in any category of competition, but must be based on the unanimous decision of the Jury. The entry receiving this award must demonstrate the highest level of excellence in all criteria areas, and additionally exhibit unusual creativity and innovation in the solution of a complex design-oriented problem. This award may not be given if no entry meets the high expectations established.
- B. **Honor Awards:** Honor Awards will be given to entries which fully meet all selection criteria and demonstrate high levels of excellence in multiple criteria areas. There is no limit on the number of Honor Awards given, and no requirement that awards be given in each category. Entries qualifying for Honor Awards require a majority vote of the jury and no dissenting vote from another jury member.
- C. **Merit Awards:** Merit Awards will be given to entries which fully meet all selection criteria and demonstrate high levels of excellence in one design discipline or criteria area. There is no limit on the number of Merit Awards given, and no requirement that awards be given in any area. A Merit Award may be given to an entry on the recommendation of a single juror, provided there is no dissenting vote from another jury member. The jury may designate specific merit awards in addition to the following:

- Merit Award in Planning
- Merit Award in Architecture
- Merit Award in Engineering
- Merit Award in Landscape Architecture
- Merit Award in Interior Design
- Merit Award in Design Management
- Merit Award in Environmental Design
- Merit Award in Sustainable Design
- Merit Award in Facility Reuse
- Merit Award in Historic Preservation

XIII. Post-Competition Activities:

- A. **Announcement of Winners:** Winning entries will be announced by the Commander of NAVFAC shortly after the jury has completed its work, most likely in early May. Various media forms will be used to publicize the winning entries, including an official press release. These announcements will be coordinated through the NAVFAC Public Affairs Officer.
- B. **Award Ceremonies:** Appropriate plaques or certificates will be awarded to those organizations associated with the winning entries. Plaques and/or certificates may be presented at an awards banquet in Washington sponsored by NAVFAC, or at other appropriate events, at the discretion of NAVFAC Headquarters, and subject to budget constraints.
- C. **Retention of Materials and Subsequent Use:** All submission materials become the property of NAVFAC and will be retained by NAVFAC Headquarters for use in displays, exhibitions, publications, and for possible submission to other awards programs. Entrants are encouraged to retain copies of all materials submitted.

Naval Facilities Engineering Command 1997 Design Awards Program

Entry Data Sheet

Title of Entry: _____

Location of Entry: (Installation, City, State, Country, as Applicable)

Category of Entry: (Check only One)

- ☐ Category A - Master Plans, Base Exterior Architectural Plans, or Other Comprehensive or Installation-Wide Plans or Studies
- ☐ Category B - Facility Plans and Studies
- ☐ Category C - Landscape Design
- ☐ Category D - New Facility Design
- ☐ Category E - Family Housing or Other Large Scale Development
- ☐ Category F - Building Alteration and Reuse
- ☐ Category G - Interior Design
- ☐ Category H - Design Management Activities and Products

Entry Data:
(As Applicable)

Fiscal Year of Appropriation: _____

Programmed Cost: _____

Actual Construction Cost: _____

Date of Completion: _____

Beneficial Occupancy Date: _____

ACAS Dsgn. Rating: ☐ Outstanding ☐ Satisfactory ☐ Unsatisfactory ☐ N. A.

ACAS Constr. Rating: ☐ Outstanding ☐ Satisfactory ☐ Unsatisfactory ☐ N. A.

Naval Facilities Engineering Command 1997 Design Awards Program

Descriptive Narrative

Title of Entry: _____

Describe, in a clear and concise manner, the overall purpose and goals for the project or design activity, and specifically the design objective. Identify the design methodology used, constraints under which the entry was designed or undertaken, the results obtained, and the significance of the project or design activity. Fully explain how the entry meets all applicable evaluation criteria, with particular emphasis given to cost savings, new technology utilization, consistency with sustainability concepts, and new efficiencies produced. For a design activity, describe the scope of its application and any evaluation of its results. Utilize only this and the succeeding page, with type size not smaller than 10 point.

**Naval Facilities Engineering Command
1997 Design Awards Program**

Descriptive Narrative
(Continued)

Title of Entry: _____

Naval Facilities Engineering Command 1997 Design Awards Program

Confidential Data and Credits

Title of Entry: _____

The information on this and the succeeding two pages must be complete and accurate to ensure that all organizations associated with the entry receive the appropriate credit. Should an entry be selected for an award, this information will be used to prepare award plaques and certificates, will be used in conjunction with press releases, and will be used in subsequently developed publications, displays or exhibits. Only organizations are eligible to receive recognition. (All areas below may not be applicable to all award entries.)

Design Organization: Name: _____
 Address: _____
 POC: Name: _____
 Phone: _____ Fax:: _____

Host Command: Name: _____
 Address: _____
 POC: Name: _____
 Phone: _____ Fax:: _____

Using Command: Name: _____
 Address: _____
 POC: Name: _____
 Phone: _____ Fax:: _____

Customer/ Occupant: Name: _____
 Address: _____
 POC: Name: _____
 Phone: _____ Fax:: _____

Definitions: "Design Organization" is the NAVFAC office overseeing design activities.
 "Host Command" is the major command in command of the installation or activity.
 "Using Command" is the major command in command of the project, as applicable.
 "Customer/Occupant" is the principal organization occupying the facility or receiving the benefits of the design activity or product.

Naval Facilities Engineering Command 1997 Design Awards Program

Confidential Data and Credits (Continued)

Title of Entry: _____

Principal Designer:

(See Note Below)

Name: _____

Address: _____

POC: Name: _____

Phone: _____ Fax: _____

Name: _____

Address: _____

POC: Name: _____

Phone: _____ Fax: _____

Name: _____

Address: _____

POC: Name: _____

Phone: _____ Fax: _____

Photo Credit:

Name: _____

Address: _____

POC: Name: _____

Phone: _____ Fax: _____

Note: Identify only the lead design entity with whom NAVFAC had a contract. If a joint venture, identify each participating firm in the joint venture. Do not identify consultants. If the project or product was accomplished in-house, identify only the lead department and the respective NAVFAC organization.

**Naval Facilities Engineering Command
1997 Design Awards Program**

Signatures

Title of Entry: _____

Primary Point of Contact: This representative will be the primary contact for all follow-on questions or clarifications related to this entry, and may be a point of contact previously identified. Upon signing below, this representative certifies that permission has been obtained from the owner and photographer to publish photographs and information concerning this entry, and authorized the Naval Facilities Engineering Command to use and retain materials submitted.

Name: _____
Organization: _____

Address: _____

Phone: _____ **Fax:** _____
Signature: _____

Command Approval: This form must also be signed by the Commander, Commanding Officer, or other agency or administrative head of the agency or organization submitting this entry. This signature certifies that the entry has been reviewed to determine eligibility for this NAVFAC Design Awards Program, and that there are no potentially controversial issues associated with this entry.

Name: _____
Organization: _____

Address: _____

Phone: _____ **Fax:** _____
Signature: _____